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PID - 151/64
8 October 1964

MEMORANDUM FOR: Chief, Management Services Staff

FROM : Chief, CIA/PID (NPIC)

SUBJECT : Comments on Memo of 30 September 1964 -
Defining the Work Efforts of the Center

1. The subject memo presents a good approach to the concept of the work effort within the Center. In detail, however, it will require considerable rework before it is acceptable to this division. Specifically;

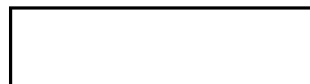
a. The requirement definitions, both National and Departmental, appear too restrictive and as presented, are not altogether correct in the context of our present operating procedures. Further the basic definition for a requirement must be broadened to include a wide variety of internal requests which cannot be equated to internal needs.

b. The definition of a project should also be reconsidered with the revision of requirement definitions.

c. In reviewing the project categories and attempting to relate this to examples of work performed by this division, they appear to be incomplete in their coverage and at the same time confusing in their application. I would suggest a rewrite to broaden their scope but reduce the number of categories.

2. I would welcome the opportunity to discuss with you in greater depth the specifics of my criticisms and the needs of this division relative to a management information system.

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GROUP 1
Excluded from automatic
downgrading and
declassification

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